

**DESIGNATED SUBJECTS
 ADULT EDUCATION TEACHING CREDENTIALS**
 (Regulations effective 5/10/95)

Adult education teaching credentials are issued to individuals who meet the requirements listed below and who apply through and are recommended by either a Commission-approved Local Education Agency (LEA) or by an Employing School District (ESD). A list of approved LEAs (form CL-506) may be obtained from the Commission. Reference: Title 5, California Code of Regulations, Sections 80034, 80034.5, 80036, 80036.1, 80036.2, 80036.3, 80036.5, 80040.2, 80040.2.5, 80040.2.7, and 80567.

REQUIREMENTS FOR THE FULL-TIME ADULT CREDENTIAL

For the five-year* **preliminary** credential:

1. Verification of five years of experience and/or education related to each subject to be named on the credential.
2. Possession of a high school diploma **OR** diploma based on passage of the GED Test **OR** possession of the foreign equivalent of a high school diploma.
3. Passage of the California Basic Educational Skills Test (CBEST). Applicants for the adult credential in NON-ACADEMIC subjects are exempt from this requirement.
4. Completion of a two semester (or three quarter) unit course in the provisions and principles of the United States Constitution or passage of an examination in the subject given by a regionally accredited college or university.
5. Verification, signed by a Commission-approved LEA, or by an ESD authorized to do so by a Commission-approved LEA, in accordance with guidelines established by the Commission, that the applicant has been fully apprised of the requirements for both the preliminary and professional clear credentials, including Level I and Level II requirements of the program of personalized preparation.

Requested subjects that do not appear below will be placed within an existing subject, if it can be subsumed within that existing subject. Additional subjects may be added in time to accommodate new or emerging subjects.

NON-ACADEMIC SUBJECTS

Individual Categorical Subjects To Be On The Credential

Category**

adaptive arts and crafts; adaptive computer technology; adaptive physical education; health (adults with disabilities); self-maintenance skills (adults with disabilities)	Adults with Disabilities
cardiopulmonary resuscitation; environmental safety; fire control and safety; first aid; health education; nutrition; physical fitness and conditioning; safety education	Health and Safety
arts and crafts; clothing construction; consumer education; decorative arts; dietetics and food management; nutrition; food preparation; home management; interior design; textiles; upholstery	Home Economics
communication skills; creative arts; health (older adults); performing arts, physical fitness; public affairs; retirement planning; safety; self-maintenance (older adults)	Older Adults
parent education; childbirth education; human development; family management	Parent Education
aeronautics; agriculture; American Sign Language; bookkeeping and accounting; building and construction trades; business management; career development; commercial photography; computer applications; computer programming; computer systems operation; computer technology; cosmetology; court reporting; electronics technology; financial services; health occupations; industrial technology; information processing/keyboarding; law enforcement occupations; marine technology; marketing; nursing; office occupations; small business ownership/management	Vocational Education

**For descriptive purposes only - category will not be listed on the credential

NON-ACADEMIC SUBJECTS Continued

Education And/Or Training	Years Of Subject-Related Experience Required
High school diploma or equivalent	+ 5 years
24 semester units of college course work, including a minimum of 4 semester units in the subject to be taught	+ 4 years
48 semester units of college course work, including a minimum of 8 semester units in the subject to be taught	+3 years
72 semester units of college course work, including a minimum of 12 semester units in the subject to be taught	+2 years
96 semester units of college course work, including a minimum of 16 semester units in the subject to be taught	+1 year
Bachelor's or higher degree completed at a regionally accredited college or university with 20 semester units, or 10 upper division semester units in the subject to be taught	+ 0 year

ACADEMIC SUBJECTS

Subject To Be Named On The Credential	Course Work Required
English as a Second Language	A bachelor's or higher degree completed at a regionally accredited college or university and completion of 20 semester units or 10 upper division semester units in one or any combination of the following: 1) teaching English as a Second Language (TESL); 2) teaching English to Speakers of Other languages (TESOL); 3) English; 4) any language other than English; 5) linguistics; 6) bilingual/bicultural studies; 7) teaching reading; 8) speech.
Elementary and Secondary Basic Skills (includes basic education-grades one through eight; arithmetic; reading; individualized high school learning lab/G.E.D./contract class settings; citizenship)	A bachelor's or higher degree completed at a regionally accredited college or university and completion of 20 semester units with at least three units in four of the following six areas; English, mathematics, science, social sciences, fine arts and a language other than English.
A Language Other than English (specify); English; Fine Arts; Life Science, including General Science; Mathematics; Physical Science, including General Science; or Social Sciences	A bachelor's or higher degree completed at a regionally accredited college or university and completion of 20 semester units or 10 upper division semester units in the subject to be taught.

***Period of Validity:** An initial preliminary full-time adult education teaching credential issued on the basis of the applicant's satisfaction of requirements 1 through 5, specified above, shall be valid for five years. However, it shall authorize service for no more than two years from the date of issuance of the credential unless the holder presents verification of having met all Level I requirements of a Commission-approved program of personalized preparation. Such verification shall be submitted on a form provided by the Commission to the credential holder's ESD and to the Commission on Teacher Credentialing by the Commission-approved LEA at which Level I requirements were completed. If the credential holder's ESD is not known to the LEA, such verification shall be provided directly to the credential holder.

Note: A preliminary full-time adult credential valid for ONE YEAR may be issued to applicants who have completed all requirements except #4, U.S. Constitution. The credential will be extended for the remainder of the five-year term upon application once that requirement has been met.

REQUIREMENTS FOR THE FULL-TIME ADULT CREDENTIAL (Continued):

For the **professional clear** credential:

1. Possession of a valid preliminary full-time adult education teaching credential.
2. Verification by the ESD of the successful teaching of a minimum of one course in each of four terms within the five-year period of validity of the preliminary adult education teaching credential. Two of these terms must be with one ESD. The teaching must have been to adult learners in the subject(s) authorized by the preliminary adult education teaching credential and must have occurred while holding the valid preliminary full-time adult education teaching credential.
3. Verification by an LEA that the applicant has completed all Level I and Level II requirements of a Commission-approved program of personalized preparation.
4. Completion of a unit requirement in health education, including, but not limited to, nutrition, the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco. This requirement must also include training in cardiopulmonary resuscitation (CPR) which meets, or is equivalent to, the standards set by the American Heart Association in its Heartsaver course (adult and pediatric heartsaver) or the community CPR course (includes adult, infant, and child CPR; choke rescue; and rescue breathing) offered by the American Red Cross.

For **renewal of the clear or professional clear** credential:

A clear full-time adult education teaching credential is renewable on the basis of submission of a completed application and payment of the required credential application fee. A professional clear full-time adult education teaching credential that is initially issued on or after July 1, 1996, is renewable on the basis of submission of a completed application, fee, and verification of completion of 100 clock hours of professional growth.

Authorization: The preliminary, clear, or professional clear full-time adult education teaching credential authorizes the holder to teach the subjects named on the credential in courses organized primarily for adults. In addition, the holder may serve as a substitute in courses organized primarily for adults for not more than 30 days for any one teacher during the school year.

REQUIREMENTS FOR THE PART-TIME ADULT CREDENTIAL

For the five-year* **preliminary** credential:

1. Verification of five years of experience and/or education related to each subject to be named on the credential. The experience and/or education, as well as the subjects that can be named on the part-time credential are the same as those specified for the full-time credential.
2. Possession of a high school diploma **OR** diploma based on passage of the GED Test **OR** possession of the foreign equivalent of a high school diploma.
3. Passage of the California Basic Educational Skills Test (CBEST). Applicants for the adult credential in NON-ACADEMIC subjects and for credentials authorizing the teaching of adults in an apprenticeship program are exempt from this requirement.
4. Verification, signed by a Commission-approved LEA, or by an ESD authorized to do so by a Commission-approved LEA, in accordance with guidelines established by the Commission, that the applicant has been fully apprised of the requirements for both the preliminary and professional clear credentials, including the program of personalized preparation.

***Period of Validity:** An initial preliminary part-time adult education teaching credential issued on the basis of the applicant's satisfaction of requirements 1 through 4, specified above, shall be valid for five years, but shall authorize service for no more than two years from the date of issuance of the credential unless the holder presents verification of having met all Level I requirements of a Commission-approved program of personalized preparation. Such verification shall be submitted on a form provided by the Commission to the credential holder's ESD and to the Commission on Teacher Credentialing by the Commission-approved LEA where Level I requirements were completed. If the credential holder's ESD is not known to the LEA, such verification shall be provided directly to the credential holder.

For the **professional clear** credential:

1. Possession of a valid preliminary part-time adult education teaching credential.
2. Verification by the ESD of the successful teaching of a minimum of one course in each of four terms within the five-year period of validity of the preliminary adult education teaching credential. Two of these terms must be with one ESD. The teaching must have been to adult learners in the subject(s) authorized by the preliminary adult education teaching credential and must have occurred while holding the valid preliminary adult education teaching credential.
3. Verification by an LEA that the applicant has completed all Level I requirements of a Commission-approved program of personalized preparation.
4. Completion of a unit requirement in health education, including, but not limited to, nutrition, the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco. This requirement must also include training in cardiopulmonary resuscitation (CPR) which meets, or is equivalent to, the standards set by the American Heart Association in its Heartsaver course (adult and pediatric heartsaver) or the community CPR course (includes adult, infant, and child CPR; choke rescue; and rescue breathing) offered by the American Red Cross.

For renewal of the clear or professional clear credential:

A clear part-time adult education teaching credential is renewable on the basis of submission of a completed application and payment of the required credential application fee. A professional clear part-time adult education teaching credential that is initially issued on or after July 1, 1996, is renewable on the basis of submission of a completed application, fee, and verification of completion of 50 clock hours of professional growth.

Authorization:

The preliminary, clear, professional clear part-time adult education teaching credential authorizes the holder to teach not more than half-time in the subject named on the credential in courses organized primarily for adults. For the purpose of this credential, half-time for the holder of this credential who teaches in only one school district shall not exceed one-half of a full-time assignment for adult educators in that school district. Half-time for the holder of this credential who teaches in more than one school district shall not exceed one-half of the greatest number of hours considered to be a full-time assignment for adult educators in any one of the districts.

Verification of Work Experience:

Title 5 Regulations require verification of five years of experience or its equivalent related to each subject to be named on the credential. Verification of experience means confirmation of the applicant's qualifying experience, in writing, signed by the applicant's past or present employer(s) on company letterhead that attests to and includes all of the following: 1) employer's name, address and telephone number; 2) the working relationship of the person signing the verification to the applicant; 3) beginning and ending dates of employment; 4) complete description of duties; and 5) a statement as to whether or not the employment was full-time; if employment was less than full-time, an accounting of the number of hours the applicant was employed. If the applicant was self-employed or if the applicant's experience was avocational, verification shall include a statement, signed by the applicant under penalty of perjury, detailing the information described in 1) through 5) above. Further substantiation is required in writing, by other person(s) having first-hand knowledge of the applicant's self-employment or avocation, such as the applicant's accountant, major supplier of goods, or major user of goods or services.